

# Steps to Participate in Compost Up, Downtown

**REDUCE YOUR WASTE IMPACT TODAY.**

**1**

## **Ask questions.**

Attend the informational [webinar](#) during the week of March 7th, 2022 at 4 PM or contact the Department of Economic and Sustainable Development via [lauren.clemens@bloomington.in.gov](mailto:lauren.clemens@bloomington.in.gov) or (812) 349-3837.

**2**

## **Complete the application form.**

Fill out the application form, which will include identifying an onsite manager and point of contact for this program. Attach your Monroe County Health Department permanent food establishment license. Email your completed application form and food establishment license to Lauren Clemens at [lauren.clemens@bloomington.in.gov](mailto:lauren.clemens@bloomington.in.gov) by the cohort application deadline.

**3**

## **Get approved for participation.**

Within seven days of the application deadline, Lauren Clemens will reach out to the contact on your intake form to confirm your eligibility. Based on your preferences, you will be matched to one of four cohorts. To confirm participation, a program participation agreement must be signed.

**4**

## **Start the program and collect organic waste.**

Once your cohort dates start, you will receive a waste audit and staff training by Earthkeepers. After the waste audit, Earthkeepers will provide you with the bins, collection buckets, and marketing materials. Then, Earthkeepers will start collection services.

**5**

## **3 month trial period ends.**

Once the trial period ends after three months, you will receive a discounted quote for continuing the pick up subscription service from Earthkeepers. You can decide whether your business will continue.

**6**

## **Provide feedback.**

After participating, you will receive an evaluation form. The department would appreciate your feedback and comments to improve this and other waste reduction programs moving forward.